

Schedule 170-4

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

Budget Records

September 20, 2007

**Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559**

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

170-4

AGENCY, BOARD OR COMMISSION

Board of Regents of the University of Nebraska

RECORDS SERIES

Budget Records**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA****PART I – UNIVERSITY OF NEBRASKA STATEMENT**

In accordance with Section 84-1212.01, (Reissue 1999), approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name)

Joshua W. Mauk

Signature

DATE

27 August 2007

University of Nebraska General Counsel's Office (Print Name)

John C. Wiltse

Signature

DATE

*14 August 2007***PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name) Mary Ellen Ducey

Signature

DATE

*19 Sept 2007***PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

Nebraska State Records Administrator (Print Name)

John A. Gale

Signature

DATE

Sept 20, 2007

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule No. 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, copy it, complete the form, copy it for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. The completed report establishes that the destruction or other disposition of records was done in the normal course of office activities.

**Nebraska Secretary of State
Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
mary.ott@sos.ne.gov
402-471-4184**

QUESTIONS

If you have any questions about these procedures, please contact your University human resources office.

University of Nebraska Budget Records Retention and Disposition Schedule

Legend: C = Current; E = Expiration

*Dispose after required retention period provided the audit has been completed with the audit report released and all related comments resolved.

**Transmit to the University of Nebraska Archives (UNL Libraries) for disposition after the required retention period.

Count of Documents	Grouping	Category	Sub-Category	Document	Retention
U-Wide Items					
1**	Budget	Budget	Development	General Operating Budget Books	C + 10 Years of Data
2**	Budget	Budget	Development	Personnel Roster	C + 10 Years of Data
3**	Budget	Budget	Development	Department Budget Listing	C + 10 Years of Data
4	Budget	Budget	Development	Biennial Request Submitted to DAS	C + 10 Years of Data
5**	Budget	Budget	Development	Campus Budget Allocations	C + 10 Years of Data
6**	Budget	Budget	Development	Salary Guidelines - Uwide/Campus	C + 10 Years of Data
7	Budget	Fiscal Analysis		DAS Supplemental Forms	C + 10 Years of Data
Campus Specific Items					
8	Budget	Budget	Maintenance	DAS Allotment Files	C + 5 Years of Data
9	Budget	Budget	Development	Budgeted Salary Reports	C + 10 Years of Data
10	Budget	Budget	Development	Proposed Budget Reports	C + 10 Years of Data
11	Budget	Budget	Development	Budget Development Guidelines	C + 10 Years of Data
12	Budget	Budget	Development	Faculty Salary Data	C + 10 Years of Data
13	Budget	Budget	Development	Facility Budget Files	C + 10 Years of Data
14	Budget	Budget	Maintenance	Budget Reductions/Reallocations	C + 10 Years of Data
15	Budget	Budget	Maintenance	Budget Transfers	C + 10 Years of Data
16	Budget	Budget	Maintenance	Budget-to-Cost Reports	C + 10 Years of Data
17	Budget	Budget	Development	Base Budget Files	C + 10 Years of Data
18	Budget	Fiscal Analysis		Revenue Analysis	C + 10 Years of Data
19	Budget	Fiscal Analysis		Support Service Agreements	C + 10 Years of Data
20	Budget	Fiscal Analysis		Fiscal Analysis/Monitoring	C + 10 Years of Data
21	Budget	Surveys		Surveys - External/Internal	C + 10 Years of Data
22	Budget	Budget	Maintenance	Cost Center Requests	Life of the Cost Center

File Saved as: University Budget Records Retention Schedule

Last revised on 09/20/07

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY Board of Regents of the University of Nebraska
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.
RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size 6 cubic feet
 Vertical File Cabinet, 4 drawer legal-size..... 8 cubic feet
 Lateral File, 4 drawer/shelf letter-size 9 cubic feet
 Lateral File, 4 drawer/shelf legal-size..... 12 cubic feet
 Records center carton..... 1 cubic foot
 About a pickup load 50 cubic feet

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb